

Citizen Corps Work Plan (2004-2005)

Priority & Goal(s)	Strategies	Action Steps	Deliverables	Who & When
1. Develop & increase capacity of local Citizen Corps Councils	1. Create 4 more local CCCs in "uncovered" areas of the state 2. Provide technical support so local CCC implements core program plan 3. Provide ongoing outreach	<input type="checkbox"/> Network w/ local vol and emergency mgt orgs to explain & explore CCC creation <input type="checkbox"/> Review Core Plan & recommend strategies and methods <input type="checkbox"/> Schedule ongoing contacts <input type="checkbox"/> Maintain weekly telephone contact and at least quarterly face-to-face meetings w/ local CCC – e.g., both 1:1 mtgs & attendance at local CCC meeting <input type="checkbox"/> Invite local CCCs to present at state CCC meeting ("reflective practice," trends, & activities)	<input type="checkbox"/> 4 new local CCCs <input type="checkbox"/> Report that describes gaps, strengths, resources, and plans for implementing all hazards approach to mitigation, preparedness, response & recovery; includes both volunteer & emergency responder roles & responsibilities <input type="checkbox"/> Record of telephone contacts (template) & quarterly meeting minutes; Minutes of local CCC meeting w/ documented state CCC coordinator participation <input type="checkbox"/> Presentations based on Kolb format (what did you do, what did you learn, what would you do differently, etc.) &/or report on locally based activities & trends	<input type="checkbox"/> CC Coordinator by 6/05 <input type="checkbox"/> CC Coordinator, local CCC by 11/04 <input type="checkbox"/> CC Coordinator &/or staff or VISTA vol; begins 10/04 <input type="checkbox"/> Local CCC Coordinator & members; state CCC starting 12/04

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2. Develop, implement, & maintain the Maine Response Corps (MRC)	1. Identify or confirm scope of service 2. Identify past Response Corps participants, AC alumni, veterans, VISTA, other vol org. 3. Recruit/screen/select past and new members 4. Develop or adapt a credentialing system 5. Develop deployment plan 6. Identify & select coordinator & paid or voluntary staff 7. Implement MRC 8. Sustain MRC	<input type="checkbox"/> Adopt from existing MRC documents <input type="checkbox"/> Contact past representatives <input type="checkbox"/> Develop protocols <input type="checkbox"/> Create or adapt an existing system <input type="checkbox"/> Update previous version <input type="checkbox"/> Contact Annie Houle, Ruth St Amand & others for interest or referral <input type="checkbox"/> Kick-off MRC; org meeting or event <input type="checkbox"/> Develop & implement training & other activities for MRC	<input type="checkbox"/> "Job" description for MRC member <input type="checkbox"/> List of alumni, past participants, other volunteer candidates from NGOs, FBOs, other organizations <input type="checkbox"/> 15 members recruited for MRC; maybe more, based on regional response areas <input type="checkbox"/> Credentialing criteria established & endorsed by appropriate agency <input type="checkbox"/> Plan finalized <input type="checkbox"/> Designated coordinator appointed <input type="checkbox"/> Event held and schedule of subsequent activities is distributed (see below) <input type="checkbox"/> Schedule of training, workshops, community education, & other activities is finalized & given to MRC members	<input type="checkbox"/> CCC Coordinator by 11/04 <input type="checkbox"/> CCC Coordinator by 12/04 <input type="checkbox"/> CCC Coordinator & MRC Coordinator by 02/05 <input type="checkbox"/> CCC Coordinator & professional org or trade assoc. by 05/05 <input type="checkbox"/> MRC & CCC Coordinators by 05/05 <input type="checkbox"/> CCC Coordinator by 12/05 <input type="checkbox"/> CCC & MRC Coordinators plus MRC members by 02/05 <input type="checkbox"/> 02/05 w/ expected & unexpected ongoing adjustments to content & scheduling

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3. Support MMRS professional volunteers	1. Identify Maine component within Regional MMRS Project scope.	<input type="checkbox"/> Work with Regional Steering Committee members and Regional staff to clarify role for Maine	<input type="checkbox"/> Draft outline of goals for Maine component	CCC with assistance from State Development Team members (State executive staff) 11/04
	2. Work with Regional staff for operational policy development and deliverables	<input type="checkbox"/> Identify and communicate priorities based on exigent needs and available resources	<input type="checkbox"/> List priorities and delegate work to other Development team members	CCC with assistance from various agencies identified on State Development Team 11/04
	3. Negotiate ongoing funding from various agencies	<input type="checkbox"/> Identify partner agencies with MMRS project	<input type="checkbox"/> Listing of partner agencies with realistic funding component for sustainability of project	CCC with assistance from key Development Team members- begin 10/04 and continue throughout project on an as appropriate basis
	4. Produce operational budget that is sustainable in absence of Federal funding	<input type="checkbox"/> Utilize "Best practices" of similar model MMRS projects and develop budget	<input type="checkbox"/> Budget to be adopted by State Development Team in conjunction with State of Maine partnering entities	CCC with assistance from State Development Team members 10/04
	5. Formalize team administration and command structure for Maine Contingent	<input type="checkbox"/> Identify appropriate persons with knowledge, skills, abilities and project availability time for team administrative positions	<input type="checkbox"/> Recruit and engage appropriate personnel for key positions of team administration	CCC (current team administrator) in collaboration with State Development Team members
	6. Recruitment and retention plans for various team components and job descriptions	<input type="checkbox"/> Define R & R plans and volunteer support functions	<input type="checkbox"/> Volunteer support- type and amounts; Job specific R & R plans	CCC and Team administrative staff 10/04 ongoing

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4. Develop & implement internal & external Citizen Corps communications plan including public relations	1. Broaden use & distribution of CC Newsletter	<input type="checkbox"/> Develop format to (a) report on Goals, (b) show collaboration between volunteers & emergency responders, (c) describe & discuss implications of CC developments at federal level, etc.	<input type="checkbox"/> Changed Newsletter format to include columns based on a, b, & c <input type="checkbox"/> "Guest" columnists – e.g., MEMA director, legislator, EMA Director, MCCA Director, local CCC director, firefighter chief, ARC staff, etc.	<input type="checkbox"/> CCC Coordinator & VISTA by 01/05
	2. Recruit VISTA to prepare selected communications w/ targeted audiences	<input type="checkbox"/> Contact ARC VISTA Coordinator <input type="checkbox"/> Update VISTA "job" description <input type="checkbox"/> Screen/select VISTA volunteers	<input type="checkbox"/> List of potential candidates <input type="checkbox"/> Updated VISTA job description <input type="checkbox"/> Selected 1 or 2 candidates	<input type="checkbox"/> CCC et al by 12/04
	3. Maintain regular contacts & meetings w/ internal stakeholders & document discussions	<input type="checkbox"/> Attend regularly scheduled MCCA staff meetings <input type="checkbox"/> Attend local CCC meetings at least quart. <input type="checkbox"/> Local CCC director attends & updates at statewide CCC mtg <input type="checkbox"/> Schedule contacts w/ MEMA director <input type="checkbox"/> Meet w/ RRC directors at least quarterly <input type="checkbox"/> Base meetings on CCC priorities & Mission	<input type="checkbox"/> Attendance by CCC coordinator or designate at key meetings w/ documented updates, technical assistance, or actionable items based on CC priorities and Mission	<input type="checkbox"/> CCC and staff as scheduled and ongoing
	4. Prepare PR Plan	<input type="checkbox"/> Consult w/ Kim G	<input type="checkbox"/> Plan for the year	<input type="checkbox"/>
	5. Prepare & disseminate required reports	<input type="checkbox"/> Distribute ¼ newsletter <input type="checkbox"/> Compile & share required local CCC reports & work plan	<input type="checkbox"/> Newsletter distributed as scheduled <input type="checkbox"/> Reports & work plan are distributed to appropriate audiences	<input type="checkbox"/>
	6. Explore creation of CC website	<input type="checkbox"/> Research costs, format, content, maintenance, location	<input type="checkbox"/> Written proposal prepared for state CCC, MCCA, & MEMA	

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5. Provide training and technical assistance to local CCCs, volunteer agencies, and emergency response organizations	1. Identify, screen & select staff or VISTA (s) for providing training or technical assistance	<input type="checkbox"/> See Priority 4, #2 (Recruit VISTA to prepare selected communications...)	<input type="checkbox"/> 1 or 2 VISTA vols recruited w/ clear guidance & expectations	<input type="checkbox"/> CCC Coordinator by 11/04
	2. Provide ongoing support for local CCCs	<input type="checkbox"/> See Priority 1, #2 & #3	<input type="checkbox"/> Attendance by CCC coordinator or designate at key meetings w/ documented updates, technical assistance, or actionable items based on CC priorities and Mission	<input type="checkbox"/> CCC Coordinator, local CCs by 10/04; VISTA after 11/04
	3. Assist Maine Primary Care Association w/ developing emergency response plans for 6 FQHCs	<input type="checkbox"/> Implement Work Plan revised at Sept mtg w/ MCPA Director & liaison	<input type="checkbox"/> Emergency plans for 6 FQHCs <input type="checkbox"/> Meeting minutes & other process documentation	<input type="checkbox"/> CCC Coordinator; PH Coordinator, MPCA staff by 09/05
	4. Develop coordinating & referral functions & relationships w/ Regional Resource Centers (RRLs) & key volunteer agencies	<input type="checkbox"/> Attend each others' regular meetings <input type="checkbox"/> Appoint RRLs & vol. agencies to State CCC	<input type="checkbox"/> Minutes indicating participation & informal agreements between CCC, RRCs, & key vol agencies	<input type="checkbox"/> CC Coordinator, RRL Directors, MCCA, by 10/04
	5. Develop CERT team at MSPS-Augusta	<input type="checkbox"/> Recruit members <input type="checkbox"/> Train members	<input type="checkbox"/> CERT team in place at Augusta IPSI site	<input type="checkbox"/> CC Coordinator by 03/05
	6. Disseminate web-based ICS and NIMS training to appropriate audience as a condition of participation in emergency preparedness activities	<input type="checkbox"/> Communicate need for these 2 courses as core requirements <input type="checkbox"/> Develop repository for completed certificates <input type="checkbox"/> Check quality	<input type="checkbox"/> Cumulative record of completed on-line courses by CERT team members & local & statewide CCC members	<input type="checkbox"/> CC Coordinator & VISTA by 03/05 - then 10/05

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6. Develop & implement emergency preparedness programs	1. Complete state needs survey of citizen perceptions of all hazards preparations & response	<input type="checkbox"/> Complete writing & include implications as well as results <input type="checkbox"/> Disseminate to key audiences	<input type="checkbox"/> Report w/ results and implications disseminated to appropriate key stakeholders	<input type="checkbox"/> CCC Coordinator & Kim G; consultant (D Cheever) by 09-10/04
	2. Recruit & select (2) VISTA volunteers	<input type="checkbox"/> See above	<input type="checkbox"/> See above	<input type="checkbox"/> See above
	3. Develop a coordinating council including CC, ARC, MEMA, RRCs, MCCS, & VISTA	<input type="checkbox"/> Poll for interest & political implications <input type="checkbox"/> Define purpose & role	<input type="checkbox"/> 1 st meeting of group by 11/05 or concept abandoned	<input type="checkbox"/> CCC Coordinator et al by 11/05
	4. Develop emergency response plans for Maine Primary Care Association	<input type="checkbox"/> See above	<input type="checkbox"/> See above	<input type="checkbox"/> See above
	5. Develop CERT at IPSI Augusta	<input type="checkbox"/> See above	<input type="checkbox"/> See above	<input type="checkbox"/> See above
	6. Explore other options resulting from survey and various meetings	<input type="checkbox"/> Review developments at CCC meetings (include as agenda item)	<input type="checkbox"/> Concepts, ideas, proposals, notions floated at CCC statewide meeting or submitted to CCC Coordinator	<input type="checkbox"/> CCC Coordinator by 11/04